



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

EXAMINATION PROCTOR, DOI

\$2,186 - \$2,523

LICENSE BUREAU

LOS ANGELES

RESPONSIBILITIES:

Under direct supervision of the Office Services Supervisor II, the incumbent performs a variety of duties relating to the administration of the insurance license written examinations. Specific tasks include but are not limited to: verifying identity of examinees; assigning appropriate examination materials and seating; providing instructions to examinees regarding the testing procedures; monitoring and preventing dishonesty and collusion between examinees; maintaining highest level of security at examination facilities and of examination materials; grading and recording of examination results; preparing reports of incidents occurring during examinations, and performing other related duties as assigned.

DESIRABLE QUALIFICATIONS:

Successful candidates should possess the ability to work independently; have good interpersonal and communication skills -- both verbal and written. Dependability, punctuality, good judgment, ability to meet and interact effectively with the public and perform in a professional manner is also essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Examination Proctor level, those within transfer range (it will include, but not limited to: Office Assistant, Word Processing Technician, etc.), or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Examination Proctor, #345-1877-001" on the State application.** For additional information, please call (916) 492-3418.

FILING DATE: APRIL 30, 2001 or UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

bw 04/19/01